Course Feedback Surveys
Two Example Schedules Based on Percentages

NORTH ISLAND COLLEGE
NIC

Course Feedback Survey Schedule: Example 1

This is an example of a schedule based on a course that starts January 8 and ends April 9.

	% of course from start	estimated date +/- 1 day*
Course start date (per NIC Colleague)	0%	January 8
Instructor opt-in period begins with invite email	60%	March 3
Instructor opt-in reminder email #1	70%	March 12
Instructor opt-in reminder email #2	75%	March 17
Instructor opt-in period ends	80%	March 21
Student survey period begins Student email sent only for opted-in courses	85%	March 26
Student survey reminder email #1	95%	April 4
Student survey reminder email #2 **Course end date** (per NIC Colleague)	100%	April 9
Survey period ends	100% + 3 days	April 12
Instructor reports for courses with threshold of 3 responses created and instructor email	100% + 10 days	April 19

The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.

Course Feedback Survey Schedule: Example 2

This is an example schedule based on a course that starts January 29 and ends July 15.

	% of course from start	estimated date +/- 1 day*
Course start date (per NIC Colleague)	0%	January 29
Instructor opt-in period begins with invite email	60%	May 7
Instructor opt-in reminder email #1	70%	May 23
Instructor opt-in reminder email #2	75%	May 31
Instructor opt-in period ends	80%	June 9
Student survey period begins Student email sent only for opted-in courses	85%	June 17
Student survey reminder email #1	95%	July 3
Student survey reminder email #2 **Course end date** (per NIC Colleague)	100%	July 12
Survey period ends	100% + 3 days	July 15
Instructor reports for courses with threshold of 3 responses created and instructor email	100% + 10 days	July 22

The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.